



VOID, 4-16-82

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STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION933-17
7PAGE
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1. Application Date 2/1/74	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. DL-018		Date Received FEB 13 1974	Application No. 74-56	Date Completed MAR - 1 1974
3. AGENCY, Division, Subdivision & Administering Office Address Department of Labor Manpower Services Division - MDT Section 501 Pulliam St., S.W., Room 350 Atlanta, Georgia 30312		4. Person to Contact W. Fred Orr		
		5. Working Title Proj. Dev. Coord.	6. Tel. No. 656-3166	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series July 1968 - Present	9. Exact Series Title MANPOWER DEVELOPMENT AND TRAINING ACT PROJECT FILE
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10. What is the function of the office in which this record series is created?
The Manpower Services Division is responsible for administering manpower training programs, including MDTA Institutional, Jobs Optional Program, Correctional Manpower Program, NAB-JOBS Program, Job Corps and the Emergency Employment Act. This division is also responsible for compiling and disseminating state and area manpower and labor market information and conducting related research. The division develops new and experimental manpower programs and negotiates all contracts for manpower services.

MDTA Section - Reviews requests for training and prepares contracts for funding of projects, keeps weekly and monthly expenditures of projects against original funded amounts, prepares monthly report for all allowance payments, interprets and releases to staff and local offices any changes in procedures.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).
Documents related to development and funding of training projects in compliance with the MDT Act of 1962 and other directives and regulations issued by the Secretary of Labor.
Included Are:
GDOL Form MT-2 - Application for Institutional Training Project Under the Manpower Development and Training Act
GDOL Form MT-1 - Notification of Occupational Training Needs Under the Manpower Development and Training Act
OE Form 3117-1 (Part A) - Narrative Description of Occupational Training Development and Training Act
OE Form 3117-1 (Part B) - Cost of Occupational Training Manpower Development and Training Act
MA-2-97 - MDTA Allowance Adjustment Request and Approval
ESA-949 - Training Project Control Sheet, and related correspondence
File is arranged numerically by project number
ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	7	10.5		3	4.5		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)		In Storage Area(s)	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				10	4	0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

- | | YES | NO |
|---|---|---|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [] |
| 14. Is there a duplication of this series in another office or agency?
US Dept of Labor; GTES training area office; partial duplication Ga Dept of Ed. | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [] |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? Employment Security Manual, Part II, Chapter 11700 and
MDTA HANDBOOK, Chapter VI, Section IX.C., Page 228 | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |

24. REQUIREMENTS. The following requires the files to be kept 3 yrs. following final action
on project (final action is the 6th month follow-up on trainee)
 a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☒ [X] FEDERAL LAW e. ☐ [] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
 (Cite Law, Statute, or other reason for the retention requirement)
 MDTA HANDBOOK - "The records for such trainees shall be held for 3 years following final action on all matters."

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ [] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☒ [X] See Below then:

Upon completion of 6-month follow-up of all trainees, transfer to inactive file.

Cut inactive file at the end of each fiscal year and hold in current files area 1 year; then

- (1) MDT Section (central office) file: transfer to State Records Center, hold 2 years and destroy, except that at time of destruction a random sampling of one cubic foot of files for all years ending in 0 and 5 will be retired to the State Archives for permanent retention.
 (2) District Office file: transfer to local holding area, hold 2 years, destroy.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John C. [Signature]</i>	2-4-74		
26. Recommendations in paragraph 25 are:	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>William M. [Signature]</i> <i>Charles [Signature]</i> <i>Robert [Signature]</i>	2-11-74 2-28-74 2-26-74 2-28-74
STATE RECORDS COMMITTEE			

MDTA HANDBOOK - CHAPTER VI

IX.C. Transfer of Records and Payment Controls. In accordance with the agreement between the Secretary of Labor and each State agency, the Bureau has transferred to all State agencies for disposal the records of MDTA allowance payments for training projects that have been completed 3 years or more. However, records will not be transferred for trainees who have pending: (1) one or more requests for allowances under the Act; (2) an appeal or request for review of a decision affecting entitlement to or eligibility for allowances; or (3) an overpayment and/or investigation or prosecution pending for fraud.) The records for such trainees shall be held for 3 years following final action on all matters pending.

Prior to the transfer of records, each State agency should update its internal control file card by posting basic information on allowance payments issued to each trainee whose records are to be destroyed. For purpose of permanent control, the listing or card, as a minimum, must contain (1) the trainee's name, (2) social security account number, (3) the aggregate number of weeks for which training allowances were paid (or for which UC payments were reimbursed, if applicable), and (4) the amount of any outstanding overpayment. This will serve as a permanent source of control information, independent of the training payment records.

D. Formal Administrative Review. Under the agreement between the Secretary of Labor and the States for the operation of the Manpower Development and Training Act, the Department of Labor is to assist the States by reviewing their manpower training allowance operations. Formal administrative reviews have been conducted by national office personnel at intervals of not more than 3 years and, on occasion, by regional office personnel during the interim.

Full benefits of the review process cannot be achieved by these surveys alone. Therefore, State agencies should conduct formal reviews of their own MDTA allowance payment operations.

As a minimum, State agency formal administrative reviews should be planned as often as needed, but not less than annually. Whether a review will be performed within 1 year after a national or regional office review should depend upon the findings in the review. The formal administrative review should be made by personnel other than the supervisor responsible for the units being surveyed. A report of findings should be prepared, and two copies of the completed report and outline sent to the regional office.

States may use the Outline drafted by the Department of Labor as a guide in developing one suitable to their own needs. This draft Outline may be obtained through the regional office.

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APPLICATION FOR RECORDS RETENTION SCHEDULEGeorgia Department of Labor
Employment Security Agency
Administrative Services Division
Records Management and Controls

INSTRUCTIONS: The Records Management Officer of the Agency's Records Management and Controls Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Administrative Services Division, Records Management and Controls, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 3/26/82	1. Agency Address Georgia Department of Labor Employment and Training Division CETA Training Section 501 Pulliam Street, S.W., Room 350 Atlanta, Georgia 30312	Application Number 74-56-2 D-82-15	
Application Number DL - 018		Date Received APR 8 1982	Date Completed APR 16 1982
2. Person to Contact Billy J. McLeod		Working Title State Employment Section Supervisor	Telephone Number 656 - 3166
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 74 - 56 Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input checked="" type="checkbox"/> Void			
4. Dates of Series Earliest Latest 7/68 7/73		5. Records Series Title (followed by title used in office, if different) Manpower Development and Training Act Project File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Included are: File is arranged:			
8. Monthly Reference Rate One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? How often are records referred to which are:			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

(Over)

ESA-144 (3/80)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal Law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then.

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date		
<i>Hossein H. Jafari</i>	4-2-82		
ESA Director (Signature)	Date	Records Management Officer (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	4-14-82
		Secretary of State/Designee	4-12-82
		Attorney General/Designee	4-15-82